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Executive Assistant to DCI

19 September 1952

Director of Training

Weekly Summary Report

[REDACTED] 25X1

2. Two senior staff members of TR(S) have been assigned to the development and administration of a special high-priority training project on behalf of Special Projects Staff attached to DD/P.

3. TR(S) Project [REDACTED] for EE/PP was commenced on Monday, 15 September, and will continue through Friday, 10 October. This

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[REDACTED] 25X1

5. The TR(S) Communist Party Operations Course No. 9 will begin 29 September 1952.

6. PP has recently indicated an important requirement for the training of its staff personnel in those aspects of Counterintelligence and Counterespionage essential for operational security. TR(S) will defer the next presentation of the Counterespionage course and make those changes in the instructional material which will better fulfill the requirements of the clandestine services for such training, including the principal elements of Counterintelligence and Counterespionage.

7. The Order of Battle Course started on 15 September and is being conducted by [REDACTED] 25X1

[REDACTED] 25X1

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10. Approval was given during the week ending 19 September for five external training requests in four American universities

Three other requests are awaiting final disposition pending the receipt of additional information and justification from the sponsoring office.

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11. The fifth course of the Intelligence School opened on 16 September with twenty-one trainees enrolled. Six of the trainees are newly recruited junior professionals and fifteen are from the various Offices of the Agency.

12. The Reading Improvement Laboratory currently has seventy-eight students in attendance each day. Among those in the courses are six State Department personnel, seventeen from the covert offices, and the remainder from the other offices in the Agency.

13. Training in the use of the Personnel Evaluation Report has been given to twelve groups of supervisors by the Chief of the Management Training Division and his staff. The Offices covered have been OMC, Procurement, Personnel, Medical, General Counsel, and Office of Operations. In addition, training in the use of the Personnel Evaluation Report has been requested for supervisors in the DD/P offices. The initial briefing is scheduled for 24 September.

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14. At the request of the Air Command and Staff School at the Air University, Maxwell Field, Montgomery, Alabama, the Chief of the Orientation and Briefing Division lectured on the mission and functions of the Central Intelligence Agency on 11 September.

25X1

15. Mr. Ralph Miller, Training Officer of the School of Diplomats and Consular Practice, Foreign Service Institute, requested that the Chief of the Orientation and Briefing Division conduct a series of intelligence lectures on 2 and 3 October.

16. As of 19 September, 346 CIA personnel are enrolled in TR(S) training courses and 449 in TR(O) training courses, making a total of 795 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

cc: DD/A
DD/I
DD/P

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